

**STARC AZ Pamphlet 420-17**

**Facilities Engineering**

# **Procedures for Armory Board Functions**

**Headquarters  
State Area Command  
Arizona Army National Guard  
Phoenix, AZ 85008-3495  
1 August 1997**

# SUMMARY *of* **CHANGE**

STARC AZ Pam 420-17

Facilities Engineering: Procedures for Armory Board Functions

STARC AZ Pam 420-17 provides guidance for Armory Boards and must be used in conjunction with AZ NGR 50-1.

Headquarters  
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1 August 1997

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## Facilities Engineering


### Procedures for Armory Board Functions

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By Order of the Governor:

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The Adjutant General

Official:



JOHN A. McMURDIE  
Resource Manager

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**History.** This is the first printing of this publication.

**Summary.** This pamphlet is published as a guide for Armory Boards to manage their facilities to implement Arizona National Guard Regulation (AZ NGR) 50-1 for the benefit of the members of the unit. It provides guidance for funds management.

**Applicability.** This pamphlet applies to the Arizona Army National Guard (AZ ARNG). It specifically applies to the members of the Executive and Local Armory Boards and those who manage AZ ARNG facilities.

**Proponent and exception authority.** The proponent of this pamphlet is the State Resource Manager (DEMA-RM). Any exceptions will be approved by that office.

**Supplementation** of this pamphlet is authorized.

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**Interim changes** to this pamphlet are not official unless authenticated by DEMA-RM.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DEMA-RM.

**Distribution:** A, B, C

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## **Chapter 1**

### **Introduction**

**1-1. Purpose.** The purpose of this pamphlet is to establish a standardized method of communication between the Local Armory Boards and the Executive Armory Board; to provide a means for the Local Armory Boards to access resources available to them; and to implement the provisions of AZ NGR 50-1.

**1-2. References.** Required and related publications and prescribed forms are listed in Appendix A.

**1-3. Explanation of Abbreviations** and terms used in this pamphlet are explained in the glossary.

**1-4. Responsibilities.**

a. The General Staff is responsible to establish policy for the overall management and use of National Guard Armories and facilities.

b. The Executive Armory Board is responsible for the implementation of policy established by the General Staff. The Executive Armory Board is also responsible for coordinating efforts between Local Armory Boards.

c. The Local Armory Board is responsible for the management and use of the local armory.

## **Chapter 2**

### **The Annual Plan**

**2-1. Preparing the Plan.** Annually, each Local Armory Board will prepare a request for the anticipated services, repairs and improvements needed at the armory during the next state fiscal year. This request will be submitted in the format at Figure 2-1 and is due to the Facilities Management Office (FMO) by 1 March of each year for implementation in the fiscal year commencing in July of that year. By 1 February of each year, the FMO will provide to each Local Armory Board a list of outstanding Work Orders. The Local Armory Board will place these in their request as needed; an outstanding work order that is not included in the request will be deleted. The FMO will recommend action to the Executive Armory Board by 1 May. The Executive Armory Board will then approve the plan with a written response to each requesting board by 1 June. Both the FMO recommendation and the final plan by the Executive Armory Board will base their considerations on technical requirements of the armory, overall armory planning and funds availability. Major construction and Building Renewal activities remain the responsibility of the FMO and the Facilities Board.

STATE OF ARIZONA  
DEPARTMENT OF EMERGENCY & MILITARY AFFAIRS  
ARMORY FACILITIES PLAN

ARMORY \_\_\_\_\_ DATE \_\_\_\_\_ SUBMITTED BY \_\_\_\_\_

[illegible]

DEMA/056/JUNE 97

Figure 2-1. DEMA/056/June 96 - DEMA Armory Facilities Plan  
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**2-2. Fund Sources.** There are three primary sources of funding for Armory maintenance, repair and improvements.

a. The State General Fund. These funds are appropriated to Department of Emergency & Military Affairs (DEMA) through the legislative appropriation process. This is the primary source of funding for armory maintenance and repairs. The FMO is the fund manager. This is the source of Category A activities.

b. Armory Revenue Funds. Although these funds are generated through armory rental activities they are state funds and subject to statutory controls. They are intended to supplement State General Funds and provide additional resources for unfunded projects. The Local Armory Board is the fund manager for these funds. This is the source of Category B activities.

c. Generated Cost Savings. State General Funds generated by cost reduction measures (such as utility consumption) or reprogramming (such as elimination of custodial services) may be used for unfunded projects in Category B activities.

**2-3. Approval Categories.** The annual plan will be approved by the Executive Armory Board in the following categories:

a. Category A. The activities in this category are both approved **and** funded by FMO with state budgeted funds. In some cases funding will be for materials and labor, in others, funding will be for materials only allowing the unit to perform the work on a self-help basis. Those activities funded for materials and labor will also indicate the quarter in which the work will be performed.

b. Category B. The activities in this category will be approved without funding. Funding for such activities must come from armory revenue generating activities or from cost saving efforts. The priority of projects performed with Armory Revenue funding is determined by the Local Armory Board.

c. Category C. The activities in this category are disapproved. Such disapproval is the result of code restrictions, specific requirements that prohibit the use of self help, or special planning requirements that render the project inappropriate. The reason for rejection will be stated in the final plan.

## **Chapter 3**

### **Budgeting**

**3-1. Allocation.** With the approved plan, each Local Armory Board will also receive its annual budget allocation. This allocation will be deposited with the DEMA Comptroller (DEMA-RMD) in an account designated for that armory. The amount placed in that account will be based on historical data and will provide funding for utilities, custodial support, Category A activities and anticipated expenditures for routine repairs and supplies for that fiscal year.



**3-2. Monthly Status Report.** Each month the Local Armory Board will receive a statement on that account indicating expenditures. This will include utilities, services and procurements made by Blanket Purchase Order. The Local and the Executive Armory Boards will review the reports for projected shortages and overages. An armory board may not exceed its budget without approval of the Executive Armory Board.

**3-3. Fiscal Programming Authority.** The Local Armory Board has full authority to effect cost savings and use such savings to fund other approved/unfunded maintenance activities.

## **Chapter 4**

### **Facility Management**

**4-1. Executing the plan.** Activities that are approved and funded for materials and services by FMO will be carried out by the FMO. No further action is required by the Local Board. Activities that are funded for materials only are carried out on a self-help basis. To obtain the materials the Local Armory Board may use the Blanket Purchase Order (BPO) (para 4-3) or the Purchase Requisition procedure (para 4-4).

**4-2. The Agent of the Board.** It is recognized that the Local Armory Board is comprised primarily of M-day soldiers and that it is occasionally necessary for action to be taken when it is impractical for the board to meet. Therefore, the Board may appoint an agent. The Armory Board will designate one of its members to be its agent and function as a Program Manager. This agent will be the person who signs the BPO or Purchase Requisition and who is responsible for expending funds in accordance with Armory Board guidance.

**4-3. Blanket Purchase Order (BPO).** The BPO is a purchase authority established by the Procurement Office (DEMA-RMC) at a local vendor. The Armory board will request the BPO by submitting a memo (Figure 4-1) to the FMO Budget Section (AZAA-FMO-B). The normal procurement authority under a BPO is \$300 per quarter. This will be automatically renewed quarterly by the Procurement Office. It is the responsibility of the Armory Board to insure that procurements do not exceed the funds available. It is also the responsibility of the Armory Board to notify the Procurement Office of any change of agent to allow for the necessary changes to the BPO.

a. The FMO Budget section will coordinate the establishment of the BPO with the Procurement Office who will generate and issue the actual BPO. A copy will be sent to the Agent. The person designated on the BPO may then place orders directly with the local vendor. The Agent will complete a BPO Call Register (Figure 4-2) to keep track of orders placed against the BPO.

b. At the end of each month, the Agent will make a copy of the BPO Call Register and sign the "Receiving Information" block to certify that all of the items have been received. The Agent will send this with the original vendor receipts and a copy of the BPO Call Register and all sales slips and receipts to the Procurement Office. The Procurement Manager will review all items and forward



them to the Comptroller (DEMA-RMD) for payment. At the end of each quarter the Agent will send the original Call Register (not a copy).

**4-4. Purchase Requisition.** If the procurement involves a service or exceeds the provisions of the BPO a Purchase Requisition may be used. The Procurement Office will provide each Armory Board with a supply of Purchase Requisitions (DEMA-005); additional requisitions are available upon request. Using the following instructions and the sample at (Figure 4-3), complete the form and forward it to DEMA-RMC. The Procurement Office will arrange for the purchase and notify the Armory Board when the items or services are available. If the request must be expedited the DEMA-005 may be faxed to the Procurement Office (original must follow). **It is imperative that the agent indicate whether the fund source is budgeted funds or Armory Revenue funds.**

a. The Agent initiates the requisition (DEMA-005). The Agent fills out the blocks as indicated below (Figure 4-3):

<u>Block #</u>	<u>Block Title</u> <u>Description</u>
3	Document date Date the form was filled out
8	Suggested vendor Where item/service is to be procured
9	Ship to Where item/service is to be delivered
10-13	#, Qty, Unit, Description Description of item or service
14-15	Unit price, Extended Price of the item/service
22-24	Requested by, Phone, Date, Name and phone number in case there is a question
27	Approved by Fund Mgr Signature of authorized Board agent

b. The Agent signs the "Approval" block (#27) and sends the form to the DEMA Comptroller (DEMA-RMD). The Comptroller fills in the accounting data, signs the form and forwards it to the Procurement Office. If the requirement is considered urgent, the process can be expedited via fax with coordination with the Procurement Manager. The Procurement Office will obtain the items/services from the vendor by issuing a purchase order. The "Originator" and "Receiving" copies of the purchase order are returned to the Armory Agent. Whenever possible, the Armory Board will assign receiving authority to someone other than their agent to verify receipt of materials and services. After receiving the item/service, the "receiver will sign the receiving copy of the purchase order and returns it to DEMA-RMD for payment.



MEMO FOR DEMA PROCUREMENT OFFICER  
FROM:  
SUBJ: Request for Blanket Purchase Authority.  
DATE:

Request Blanket Purchase Authority be established as follows:

Armory: \_\_\_\_\_

Name, address and point of contact of vendor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Types of supplies to be purchased:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of person authorized to place orders: \_\_\_\_\_  
(The person authorized to place orders may not be the same as the person who receives the supplies.)

Dollar limit of each transaction (usually \$100): \_\_\_\_\_

Dollar limit of the total BPO (usually \$300): \_\_\_\_\_

Period of time covered by this request: \_\_\_\_\_

Customer account number assigned by the vendor (if any): \_\_\_\_\_

The store number, point of contact and other information that may be useful: \_\_\_\_\_

\_\_\_\_\_

Figure 4-1. Request for Blanket Purchase Authority

BLANKET PURCHASE ORDER CALL REGISTER

PURCHASE ORDER #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

VENDOR: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

AUTHORIZED BUYERS: \_\_\_\_\_

AMOUNT OF ENCUMBRANCE: \$ \_\_\_\_\_

CALL #	DATE	PLACED BY	AMOUNT OF PURCHASE	BALANCE	WORK ORDER #
1			\$ . .	\$	
2			\$	\$	
3			\$	\$	
4			\$	\$	
5			\$	\$	
6			\$	\$	
7			\$	\$	
8			\$	\$	
9			\$	\$	
10			\$	\$	
11			\$	\$	
12			\$	\$	
13			\$	\$	
14			\$	\$	
15			\$	\$	
16			\$	\$	
17			\$	\$	

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Figure 4-2. DEMA-057/June 96 - Blanket Purchase Order Call Register



IPS 40273



**4-5. Eligible expenditures.** The following is a list of eligible expenditures. Questions regarding eligibility should be directed to Physical Plant Supervisor (267-2724) or the State Facilities Officer (267-2830) in the Facilities Management Office prior to the purchase.

a. **Eligible:** Any materials for minor repairs to include fuses, light switch covers, small quantities of paint, weather stripping, plumbing materials, small quantities of vinyl tile, cove base, etc.

b. **Ineligible:** Tools available through the Modified Table of Equipment (MTOE), cleaning supplies, materials used to construct training aids, personal use items; herbicides, pest control chemicals and hazardous materials as defined by AZ ARNG Pam 200-1.

**4-6. Work Orders.** Unprogrammed work or emergency repairs are performed by the FMO in response to a Work Order. This is prepared by Armory Personnel and forwarded to the FMO for Action.

## Chapter 5

### Armory Revenue Funds

**5-1. Authority and Use.** Under the Authority of the references mentioned in para 1-2 Local Armory Boards may make the armory available to the public on a rental basis. **Proceeds from such activities are state appropriated funds and may be used only in a manner consistent with state law.** These funds are not Moral, Welfare, and Recreation (MWR) funds and may only be used for Armory maintenance, repair and improvement activities. Such funds are to be deposited in the state treasury in accordance with AZNG Reg 50-1. Any question regarding these funds may be directed to the Comptroller (DEMA-RMD). Each Armory will receive a monthly statement of its own account and that of the central account. The Local Armory Board may expend those funds through its Agent by means of a Purchase Requisition (para 4-4).

a. Activities approved via the annual plan need no further coordination to carry out the plan. If the Local Armory Board desires to expend Revenue Funds on activities not covered in the annual plan it must coordinate with the FMO to ensure compliance with code and long-range armory planning.

b. Armory Revenue Fund requirements that exceed the \$5,000 limit may be requested from the Executive Board. The Executive Armory Board may grant such additional funds from the central armory account.

**5-2. Armory Rental Procedures.** The Armory Board will determine the amount to be charged for their respective armory. The basis to be used in determining the amount for the rental of armories is the "fair market value". Fair market value is the rent normally charged for a facility of similar size and construction in a similar location.



a. Normally, this will be a predetermined rate and the armory will be rented on a "first-come, first-serve basis". The predetermined rate will usually be a "per hour, per day or per weekend" rate established by the Armory Board. The rental charge shall, at a minimum, cover all overhead costs associated with operating the facility during the rental period. Overhead costs include electricity, water, telephones, personnel costs (salaries plus all benefit costs), trash removal, clean up costs, and so on.

b. The Armory Board will use its best judgement on determining rental amounts and may disregard a predetermined rate to take advantage of higher offers by the public. The Armory Board is not required to accept all offers from the public and may decide to not rent the armory for reasons of economy or appropriateness of any event.

c. On most occasions, the rental of the armories will be made as a result of a sole inquiry where competition is not practicable. However, in a few select occasions, there may be more than one person or firm that wants the armory on a specific date. For example, annual community celebrations may bring a larger interest than normal. When the Armory Board identifies such events, they will follow a competitive "bidding" process to obtain the best benefit to the state:

1. The Armory Board will request the DEMA Procurement Office to compete the armory rental in a manner appropriate to the timeliness and dollar amount of the rental. The Armory Board shall designate a representative to draft a scope of work as soon as possible prior to the rental date. Assistance may be obtained by contacting the Procurement Manager at (602) 267-2765. The scope should also include the name, address and phone numbers of all vendors having requested use of the Armory for that specified period. The representative will forward the request and scope of work to the DEMA Procurement Office (DEMA-RMC) Procurement Office for action.

2. The DEMA Procurement Office will solicit and/or negotiate the rental according to the urgency of the need and in a form consistent with state laws. Upon completion of negotiation and award of these solicitations, the DEMA Procurement Office will prepare and execute a rental agreement.

## **Chapter 6**

### **Organization Maintenance Shops (OMS) Activities**

**6-1 BPO.** OMS building maintenance requirements may be met via Work Orders or Purchase Requisition through the FMO. Like an Armory, an OMS will be funded for a BPO for \$300 per quarter. Each Shop Chief will serve as the agent and has the authority to order materials. Procedures for the OMS to use a BPO are the same as those in paragraph 4-3.

## **Chapter 7**

### **Shared Facilities**

**7-1 Assignment of responsibility.** In those cases where a building or complex is funded from both federal and state sources, the HQ STARC Chief of Staff will determine those areas designated as Armory as distinct from those with other designations. The Local Armory Board will be responsible

for the designated Armory area and will manage it under the corresponding provisions. Likewise the other areas will be managed under the applicable provisions.



## **Appendix A References**

### **Section I Required Publications**

**AZ NGR 50-1**  
Facilities Management

**AZ ARNG Pam 200-1**  
Hazardous Waste Management

### **Section II**

**Related Publications** are merely a source of additional information. The user does not have to read it to understand this publication.

Arizona Revised Statutes 26-152

### **Section III**

#### **Prescribed Forms**

DEMA-005/June 95, Purchase Requisition

DEMA-056/June 96, Armory Facilities Plan

DEMA-057/June 96, Blanket Purchase Order Call Register

### **Section IV**

#### **Referenced Forms:**

DEMA-005/June 95, Purchase Requisition

DEMA-056/June 96, Armory Facilities Plan

DEMA-057/June 96, Blanket Purchase Order Call Register

## Glossary

### Section I Abbreviations

AZ ARNG  
Arizona Army National Guard

AZ NGR  
Arizona National Guard Regulation

DEMA  
Department of Emergency & Military Affairs

BPO  
Blanket Purchase Order

FMO  
Facilities Management Office

M-day Soldier  
A National Guardmember who is not a full-time technician

Mgr  
Manager

MTOE  
Modified Table of Equipment

MWR  
Morale, Welfare, and Recreation

OMS  
Organizational Maintenance Shop

Qty  
Quantity

STARC  
State Area Command

### Section II Terms



There are no entries in this section

Glossary (continued)

Section III

Special Abbreviations and Terms

There are no entries in this section

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